

*Agency Correspondence
Manual instead
of Handbook in
Regulatory system?*

FOREWORD

Rescissions: [] dated May 1955 and revisions dated June 1958
[] dated 4 December 1961
[] dated 3 June 1963

The Handbook is revised to update all correspondence practices and to provide for the changes necessary since its initial publication in 1952. New topics included in this Handbook are Reports, Minutes and Agenda, the Speedletter, and the Memorandum Form OF 10.

No. 1
A major change in the style format is introduced in the Handbook. The modified block style will be adopted for all memorandums and letters. By using the block style this Agency will conform to the standard style and format prescribed for Government-wide use. Adherence to a standard format and uniform appearance will increase correspondence efficiency. Where special types of communications are required, the special instructions and Agency regulations pertaining to these will govern their preparation.

Some practices which will speed up the preparation and processing of correspondence are the wider use of the Office Memorandum Form; use of the Speedletter, wherever possible; greater use of properly designed forms and form letters; making minor corrections with pen and ink rather than re-typing the entire letter; and keeping dictated letters and copies to a bare minimum. You are encouraged to utilize these practices to expedite correspondence.

All personnel who prepare or process correspondence will find some portion of the Handbook of interest to them. Revisions will be made as necessary and supplemental information issued for incorporation in the Handbook. Suggestions for its improvement will always be welcomed.

L. K. White
Deputy Director
(Support)

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INTRODUCTION

This Handbook is prepared for use by secretaries, stenographers, and typists to speed up the preparation and handling of correspondence. Writers and reviewers of correspondence may also find portions of the Handbook helpful in the preparation of correspondence. The Handbook is unclassified and may also be used as a training guide for new personnel.

The Handbook

- provides standard practices and procedures for preparing letters, memorandums, reports, minutes, and agenda.
- describes forms used for assembling and forwarding correspondence.
- lists the types of stationery and envelopes available.
- outlines the basic number and types of copies to be used in preparing correspondence.
- contains a section on forms of address and salutations.
- discusses the top secret procedure as it relates to correspondence.
- includes examples and exhibits within each section to illustrate the procedures described.
- covers review, approval, and concurrence features in the handling of correspondence.

A change to the modified block style is introduced in this Handbook. Its adoption for all letters and memorandums, except for letters prepared for the signature of the DCI and the DECI, will establish a uniform style and appearance for Agency correspondence. By following these uniform practices it is possible to eliminate confusion and to speed up the flow of correspondence.

An additional section on punctuation, capitalization, abbreviations, and division of words will be issued as a supplement to this Handbook in an effort to make it a more complete reference and guide for its users.

The Handbook is in loose-leaf form to allow for insertions, changes, or supplemental instructions developed at the office levels. The user is cautioned, however, that the insertion of classified instructions by operating personnel will automatically classify the Handbook.

LETTERS

LETTERS

CORRESPONDENCE HANDBOOK

STAT

1963

PREPARATION OF CORRESPONDENCE

LETTERS

1. USE

Letters are used for correspondence with addressees outside the Government and for formal correspondence with officials of Government Agencies. The letter format will be used for correspondence addressed to:

Members of Congress

The Executive Office of the President

Other Government agencies or their officials,
except where informality is appropriate

Private individuals and organizations

2. STATIONERY

Agency correspondence is prepared on letterhead or plain bond paper.

Three types of letterhead are available:

CIA Letterhead used for correspondence sent outside the agency,
except as in b and c

CIA letterhead (Office of the Director) for correspondence requiring
signature of DCI *or Executive Director Com in the Area*

CIA Letterhead (Office of the Deputy Director) for correspondence
requiring signature of DDCI

carbons -

Letterhead tissues to correspond with the above for courtesy copies,

Plain letterex tissues for extra copies,

Yellow letterex tissue for official copy,

Pink, blue and green letterex tissues for special file copies.

(6) 3. NUMBER OF COPIES

Prepare a courtesy copy for Members of Congress, members of the Supreme Court, top officials at the White House and for an addressee who has indicated a need for a copy.

1 letterhead tissue - courtesy copy

1 white tissue - information copy if necessary

1 yellow tissue - official file copy

1 white tissue - for signing official if official file copy to be retained elsewhere

2 white tissues - if signing official is DCI or his deputies

1 white tissue - if additional copies needed

(7) 4. MARGINS

The finished letter should have a well-balanced appearance. Allow at least 1 inch for the left and right margins, and for the margin at the bottom of the page.

GUIDE FOR SIDE MARGINS

<u>Letter Length</u>	<u>Side Margins*</u>	<u>Space for Text*</u>
SHORT, up to 10 lines	1½ to 2 inches (18 to 24 spaces)	5 to 4 inches (60 to 48 spaces)
MEDIUM, 10 to 20 lines	1 to 1½ inches (12 to 18 spaces)	6 to 5 inches (72 to 60 spaces)
LONG, 20 lines and up	1 inch (12 spaces)	6 inches (72 spaces)

* 1 inch equals 12 spaces in elite type.

5. DATE

Correspondence is dated with the date on which it is signed. Omit the date on a letter that will be signed in another office. When date is to be included, type the date two to six spaces below the last line of the address in the letterhead, depending on length of letter. Type the date to end flush with right hand margin. The date is expressed by day, month, and year without punctuation--3 June 1963.

6. REFERENCE LINES

a. If reference lines are needed, type "In reply refer to:" in upper right of the page, two spaces below the date line. Immediately below, type the reference symbol.

b. If addressee's reference is to be included, type "Your reference:" two spaces below the date line or two spaces below sender's reference.

Example:

3 June 1963

In reply refer to:
ADM/TR 5/20

Your reference:
Per Mgt - A

7. SPECIAL POSTAL SERVICE

Instructions for mailing, such as AIRMAIL, SPECIAL DELIVERY, CERTIFIED, or REGISTERED, are noted on the face of the letter only when it is known that they will be observed by the mailroom. Type or stamp special mailing instructions at the left margin, 12 lines from the top of the page. The designation may be placed lower on the page if the letter is brief. When more than one service is requested, arrange the instructions continuously on a line, separating them with dashes. Example:

AIRMAIL--SPECIAL DELIVERY

(11) 8. ADDRESS

Type the address at the left margin, 14 lines from the top of the page. See section on Forms of Address for proper titles, salutations and complimentary close. Single-space the address and arrange it in block style. When preparing a letter to be used in a window envelope, be sure that no information other than the address appears in the window area. No line of an address should be longer than 4 inches. When runover lines are required, indent 2 spaces from the left margin. Limit the address to 5 lines. Example:

Mr. John L. Rover
Chairman, Geological Professional
Association of the United States
151 North Pike Place
Billings, Montana

9. ATTENTION LINE

An "Attention" line should be avoided. When it is used, type "Attention:" two lines below the address, flush with the left margin.

10. SALUTATION

Place the salutation two lines below the address or attention line, if used. Type the salutation flush with the left margin and follow by a colon. The salutation is directed to the addressee of the letter, not to the person named in the "Attention" line.

11. BODY OF LETTER

The modified-block style is used in preparing correspondence.

a. Begin two lines below the salutation flush with the left margin.

Begin each paragraph flush with the left margin. Single space the body of the letter; double space between paragraphs. Short letters of one paragraph should be double spaced. Do not number paragraphs in a letter.

b. When there is need to break the paragraphs into subparagraphs, the units are indented and designated by numbers and letters as 1, a, (1), (a)(1). Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of the paragraph extend from the left to the right margin. (See exhibit X)

c. A short quotation of less than two lines is run into the text and enclosed by quotation marks.

d. A longer quotation is blocked five spaces from the left and right margins of the text. Quotation marks are omitted.

12. SUCCEEDING PAGES

Type the second and succeeding pages on plain paper. Begin about 6 lines from the top. At least two lines of the last paragraph are carried over to the succeeding page. This is done so that the signature will not become separated from the text. The first page is not numbered. Subsequent pages are numbered by centering the number one half inch from the bottom of the page.

13. COMPLIMENTARY CLOSE

(16) Type the complimentary close two lines below the last paragraph beginning to the right of the center of the page. The complimentary close "Sincerely," will be used on correspondence prepared for the signature of the DCI. Other forms are listed in the portion of the handbook Forms of Address. These may also vary according to the person signing the correspondence.

14. SIGNATURE AND TITLE

Type the name of the signer five lines below and center with respect to the complimentary close. Center the official's title immediately below his name. If a runover line occurs in the title, indent the line two spaces. The official's name and title are typed in initial caps only.

Example:

Sincerely,

I. Will Signe
Chief, General Division

15. ENCLOSURES

- a. If an enclosure is identified in the text, type the word "Enclosure" flush with left margin, two lines below the signer's title. If more than one enclosure, use plural form and number.
- b. If enclosure is not identified in the text, type "Enclosure(s):" flush with left margin and two lines below the signer's title. Immediately below, indent two spaces and list each enclosure by title or in as few words as needed to identify the material.

c. When material is to be sent under separate cover, type "Separate cover:" flush with left margin, two lines below signer's title or any "Enclosure" notation. List the material, even though identified in the text and send a copy of the letter with the material.

16. DISTRIBUTION

When copies of a letter are sent to persons other than the addressee, indicate by typing "cc:" flush with left margin, two lines below the preceding notation. List the names one below the other. The distribution of the original and all copies is shown separately under the word "Distribution" only on copies retained in the Agency. Immediately below list the original and copies. Example:

cc: Director, Bureau of Budget
District Government

Distribution:

Original and 1 - Addressee
1 - ED/S
1 - Registry (with basic)
1 - chrono.

17. IDENTIFICATION OF ORIGINATING OFFICE

The official symbol of the originating office, the initials and last name of the originating officer, the initials of the typist, and the date of preparation will be typed at the left margin two lines below the last typed line. These are typed on the ^{internal} carbons only. They never appear on the original and courtesy copy. Example:

OP/RTB:FMBrown:lmn(date)

18. CLASSIFICATION

The classification and any control markings are stamped in accordance with current Agency Security Regulations.

19. ASSEMBLING AND FORWARDING CORRESPONDENCE

See section entitled Assembling and Forwarding.

(CIA LETTERHEAD)

1 June 1963

In reply refer to:
Mgt - Cor

The Correspondence Management Association
132 Main Street
Boston, Massachusetts

? — (Attention: Mr. C. W. Letteriter

Gentlemen:

Here is an example of a one-paragraph letter of fewer than 10 lines. Side margins for letters of this length may vary from $1\frac{1}{2}$ inches to 2 inches; hence the writing line may vary from 60 to 48 typing spaces. The body is double spaced. Other parts are single spaced, with double spaces between them. } ?

Sincerely yours,

Charles R. Mayes
Director, Correspondence
Manual Division

Enclosure:

Selected United States Government
Publications, 1959, No. 9

(11)

(CIA LETTERHEAD)

5 June 1963

Miss Ura Steno
National Resources Commission
Washington 25, D. C.

Dear Miss Steno:

Block? (This manual is a guide to standard practices in Government correspondence. These practices, assembled by some of Government's best technicians, give Government letters uniform and distinctive character.

The manual is divided into four parts. The first helps you to prepare communications written from person to person. They may be formal letters, or informal memorandums. The second part contains information on how to assemble a file and what materials to use for routing correspondence. The third part tells you how to punctuate, to capitalize, and even to write a legal citation. The last part, not so often used as the other parts, guides you in preparing special documents, such as reports, proposed legislation, and materials for the Federal Register. With these four parts, the manual should answer most of your questions about format and style and should enable you to work more easily. *efficiently, (?)*

Please feel free to supplement the manual with specific rules that apply to your job. Keep it on your desk at all times. Use it often. By using it, you may become the working partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely yours,

(Miss) Hedda Gruppe
Chief, Employee Relations Division

(CIA LETTERHEAD)

(date when signed)

Name of Company or Organization
Street Address
City, State, ZIP number

Attention: Name

Gentlemen:

This is an example of the letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a division or section of the organization, the name of the division or section is written in the place of the individual's name. The attention line is inserted on the second line below the address and two lines above the salutation.

Paragraphs are blocked. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is reason to break the paragraphs into subparagraphs, the units may be indented and numbered.

1. A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

2. Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of all paragraphs, except long quoted passages, extend from the left to the right margin.

The complimentary close is usually "Sincerely yours". It begins approximately in the center of the page, two lines below the last line of the body of the letter.

The name of the official signing the letter is ^{typed} ~~centered~~ ^{centered} five lines below and ~~centered with relation to the complimentary close.~~ The title and organizational element are centered under the name. If two lines are required for the title, the second line will be centered below the first.

After the original and outgoing copies of a letter are removed from the typewriter, needed information is added to copies remaining in the agency.

Exhibit 3 - Two-page letter

At the left margin may be a list of "cc" addressees. The last entry, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word "Rewritten."

Sincerely yours,

Abel Riter?
Director, Management Office

1/ Enclosures 2
Correspondence Manual
Tips on Typing

1/ Separate Cover:
Correspondence Manual--50 copies

1/ cc: J. Jones
D. Smith
R. Roe

Why added first initials
2/ Distribution:
Orig. - Addressee
1 - Signer
1 - File (with basic)
1 - For separate cover
x - as required

(Addressee - Separate cover)

2/ DEX/MO:ARiter:tuv(1 June 63)

1/ Typed on all copies retained in CIA. Typed on the original, the courtesy copy, and external CIA information copies if dictator so desires.

2/ Typed only on all copies retained in CIA.

(CIA LETTERHEAD)

14 lines

1 June 1963

~~AIR MAIL - CERTIFIED~~

~~In reply refer to:~~
~~OSD-X-3~~

Friends Secretarial and Correspondence
Training Schools, Incorporated
1112 St. Albans Street
Reading, Pennsylvania

~~Your reference:~~
~~OSD-X-3~~

~~Attention: Mr. J. E. Smith~~

Gentlemen:

~~Subject: Exhibit from Correspondence Manual showing standard format of~~
~~Government letters~~

This exhibit shows the lay out of a Government letter. No letter is likely to contain as many parts as are included here. The exhibit is intended as an all-inclusive format from which parts needed for a particular letter are selected.

On all letters, the address begins 14 lines from the top of the page. With the address so placed, the letter can be sent in a window envelope. Items that follow the address, including the body of the letter, are moved up 2 lines each time an unneeded item is omitted.

Sincerely yours,

5 lines

Donald H. Johnson
Director, Federal Management
Division

2 lines

~~Enclosures:~~
~~Correspondence Manual~~
~~The Seven Keys to Better Faster Typing~~

~~Separate cover:~~
~~United States Government Printing Office~~
~~Style Manual~~

~~cc: Training Officer~~
~~Public Information Officer~~

~~FD-36 (Rev. 5-22-64)~~

May not
be needed

On Agency
copies only

1 inch

MEMORANDUMS

MEMORANDUMS

CORRESPONDENCE HANDBOOK

1963

STAT

MEMORANDUMS

(23) 1. **USE**

Memorandums are used for informal correspondence within and between Federal agencies. The memorandum format will be used for corresponding with:

Agency personnel

Other Government agencies (if informality is appropriate)

The President of the United States (certain circumstances may require a letter)

(24) 2. **STATIONERY**

a. Use **CIA LETTERHEAD** (or CIA Letterhead - Office of the Director or Deputy Director) stationery when addressing the President of the United States and other Government agencies if correspondence is to be in memorandum form.

b. Use **PLAIN BOND** when addressing the Director, Deputy Director of Central Intelligence, Executive Director, the Deputy Directors of each component, and for multiple addressees.

c. (Use) **OPTIONAL FORM 10, U. S. GOVERNMENT MEMORANDUM**, internally in CIA, except as in b. *May be used* (May also be used) for informal correspondence with Federal agencies.

*Paras
not handwritten
from these on*

*High level only when
officer need to be aware*

d. Use Form 1132, ~~MEMORANDUM OF CONVERSATION~~, to record conversations with officials outside the Agency, whenever the DCI, DECI, or a Deputy Director *should be provided a copy if* is a participant in or the conversation is of sufficient importance to be brought to *his* attention.

e. Use plain bond for ~~MEMORANDUM FOR THE RECORD~~ to record important conversations, data or events when use of Form 1132 or other form of record is not appropriate.

Form
f. Use 1031, ~~A SPEAK LETTER~~, a three-part ~~SLR~~ form, for *simple,* simplified internal communications within the Agency or to stations.

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3. COPIES REQUIRED

Copies should be kept to a minimum. Each addressee should be given a copy.

? The file copy should be prepared on yellow tissue. *Copies will be prepared* Generally, preparation will be: *as follows:*

Original (letterhead, - to addressee, if appropriate)

Letterhead tissue - courtesy copy *if* (as necessary),

Yellow tissue - official file copy,

White tissues for - ~~each~~ (information) addressee, ?
- coordinating officer(s),
- signing officer (two if signer is DCI or DECI),
- any additional copies as necessary for internal distribution.

4. MARGINS

When using plain bond or agency letterhead, set the left margin of the text flush with the printed word "Subject." Allow at least one inch for

should be given as left margin
the margin at the right side and at the bottom of the page. Margins on the succeeding pages will correspond with those of the first page. Typing will begin ten or twelve lines from the top of the page. When using Optional Form 10 the left margin will be set even with the first word after the printed word "Subject:" (See Exhibit)
6
7

5. DATE

The date line will be left blank when memorandums will be signed in another office or when it will not be signed the day it is typed. If date is included type it flush with right margin about nine lines from the top of the page. The date may be either typed or stamped. It is expressed in the following sequence: day, month, and year, // as 30 June 1963.

6. PREPARATION

a. On Optional Form 10, United States Government Memorandum, the To, From, Subject, and Date are preprinted. Typing shall begin two spaces after the colon. Example:

TO : Assistant Deputy Director (General)
THROUGH : The Comptroller
FROM : Chief, Administrative Services
SUBJECT : Revision of Form 123, dated 1 January 1960.

REFERENCE: Memo dated 15 December 1962 from Personnel Director to DD/G

b. When using letterhead or plain bond the date is placed according to the length of the memorandum flush with the right margin, (if it is to be entered.)

Not remembered from here on

Handwritten: 1/10/74

Five spaces below the date line the headings MEMORANDUM FOR, THROUGH (as appropriate), ATTENTION (as appropriate), SUBJECT, and REFERENCE(S) are typed in caps, block form and flush with the left margin. The addressee, the subject line and the reference are typed in lower case, initial caps, and two lines apart. Example:

MEMORANDUM FOR: Deputy Director (General)
THROUGH : The Comptroller
SUBJECT : Change in Payroll Form

c. A memorandum may be prepared for multiple addressees. The use of multiple addressee memoranda is encouraged to minimize preparation of individual correspondence. The addressees are listed in block form following "MEMORANDUM FOR" or "TO". Example:

MEMORANDUM FOR: The Comptroller
Director of Personnel
Chief, General Services
SUBJECT : Space Allocation

Handwritten: 2/10/74

d. If there is not enough space for the names of the addressees, type "See list below" and list the addressees flush with left margin and two spaces below the title of signing official or the enclosures. Example:

I. M. AMANN
Chief, Building Space

Handwritten: 1/10

Enclosure:

Addressees:
The Comptroller
Personnel Director
General Services Officer

e. If the list of multiple addressees is extensive and space at the end of the correspondence is limited, the listing may be made on a separate page, properly identified. } ho

f. The format for the Speed Letter is preprinted. The contents of this form may be typed or written by hand. It is used for informal internal correspondence. (See Exhibit¹⁷)

7. BODY OF MEMORANDUM

a. Begin the body of a memorandum four lines below the subject line or reference line. Paragraphs are numbered and single spaced unless there is only one paragraph. Place numbers flush with left margin followed by a period. Indent two spaces and begin typing the text. Memoranda to the President *do not have numbered paragraphs* are never numbered and always double spaced. ?

b. On memoranda addressed to the DCI, ^{one of} HUCI or the Deputy Directors of the ~~Agency Components~~, the opening paragraph shall be worded to clearly indicate whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs, as appropriate. ?

c. When the memorandum contains a recommendation for approval (which requires action by an official other than the addressee), these words will be typed on the original and all copies ^{two lines} below the signature: ?

Contained
"The recommendation(s) in paragraph(s) *is(are)* approved: This line will be followed by a line for the addressee's signature and date line. (See example). *Where?* *Provide approving official's*

d. When there is need to break paragraphs into subparagraphs, the units may be indented and also numbered and lettered. The pattern for paragraphing is:

1. Paragraphs are typed in modified block style. They are single spaced, with double spaces between them. The first line of each paragraph is indented according to the subdivision in the memorandum. For the second and succeeding lines typing will begin at the left margin. This is in keeping with the block style. *} ?*

a. When a paragraph is subdivided it must have at least two subdivisions.

(1). When paragraphs are subdivided, numbered, and lettered they are designated 1, a (1), (a), (b), b, 2. *(new to right)*

(2). When a paragraph is cited, the reference numbers and letters are written without spaces, as "paragraph 1a(2)(b)."

b. Do not continue a paragraph to the following page unless at least two lines are carried over.

c. Short quotations of less than two lines are run into the text, enclosed with quotation marks. *by?* Longer quotations are blocked five spaces from the left and the right margins. Quotation marks are usually omitted.

8. SUCCEEDING PAGES

(1). Plain stationery is always used. The first page is not numbered. Succeeding pages are numbered with Arabic numerals centered 3/4" from the bottom of the page.

8. ^{7 1} Begin body of the memorandum eight or ten lines from the top of the page. At least two lines of a divided paragraph appear on each page. In no case is a word divided between two pages.

9. If the body of the memorandum is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

9. THE COMMAND (OR AUTHORITY) LINE

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. Officials signing for the Director will use **FOR THE DIRECTOR OF CENTRAL INTELLIGENCE**. The command line is typed in caps, two lines below last line of text and flush with the left margin, followed by a colon.

10. SIGNATURE AND TITLE

The signer's name and title are typed five lines below last line of text or the command line. The name is typed in initial caps one or two spaces to the right of center of page. The title is centered immediately below ^{the name} and typed in initial caps only. ^{the} Title may be placed on two lines to achieve the best appearance. Example:

Robert Brownley
Executive Officer
Office of Current Records

11. **ENCLOSURES AND ATTACHMENTS** (*When you use each*)
Type the word "Enclosure" flush with ^{the} left margin, two spaces below the signature. ^{there is} If more than one enclosure use "Enclosures" and the number. If an enclosure is identified in the text do not list it. When enclosure ^{describe the} is not identified in the text type its title ^{or describe it briefly} immediately below the word "Enclosure." Example:

Enclosures 2
Salary Chart
Retirement Pamphlet

12. **SEPARATE COVER**

When material is to be sent under separate cover, type "Separate cover:" flush with left margin, two lines below last typed line. Beginning on next line list all items to be sent. Send a copy of the memorandum with the material. Example:

Separate cover:
Blueprints of Bldg. X - 2 copies
Contract for electrical changes
List of equipment

13. **DISTRIBUTION OF COPIES**

a. When it is desirable to indicate to an addressee that other persons or agencies are to receive copies, type lower case "cc:" flush with left margin, two lines below last typed line. (List the recipients.) Example:

cc: Secretary of State
Secretary of the Army

External recipients of info will be indicated on the original and all copies.

b. (When using letterhead or plain bond stationery) show the distribution of the original and all copies only on copies to be retained in the Agency.

(See next page. - ?)

- C. When Optional Form 10 is used the distribution information may be shown on the original as well as the copies.

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- A. Type the word "Distribution" two lines below last typed line. Immediately below list the original and copies, as:

Distribution:

Original and 1 - Addressee
1 - Registry (with basic)
1 - HD/G
1 - Ch/asm ?
1 - as required

14. IDENTIFICATION OF ORIGINATOR

- a. The identification shall consist of the symbol for the originating office, the writer's name, the typist's initials, and the date the memorandum was prepared. The identification is typed only on copies retained in the agency flush with left margin and two spaces below last typed line in the following manner: as follows:

ME/RMD:INDorsit:tu(15 June 1963)

- b. When the originator feels some discussion may be necessary before the memorandum is signed, his telephone number may be shown immediately after the typist's initials, separated by a diagonal (/2345), if the information will not jeopardize the security of operations.

15. DEFERRE CLASSIFICATION AND CONTROL MARKINGS

- a. If the memorandum contains classified information the proper classification will be stamped at the center, top and bottom of each page.

Now!

- b. If a control statement is used, stamp the appropriate control below the security classification (about 1/4" from the top and bottom of the page). *required (as typed)*
- c. Other classifications or warnings shall be stamped at the bottom of the first page of the original and all copies. *? - only one - ? (as typed)*

16. CONCURRENCES

When concurrences are *required* needed, special concurrence lines may be provided. These will be shown by typing "CONCURRENCES:" flush with left margin two lines below last typed line. Example:

I. M. Waitin No
Chief, Insurance Division

CONCURRENCES:

Chief, Payroll Branch

Chief, Claims Area

Other Concurring Officials

17. MEMORANDUM OF CONVERSATION

When reporting conversations the Memorandum of Conversation form or a Memorandum for the Record, (depending on the circumstances,) may be used. The original and one copy shall be forwarded to the O/DCI. In addition, a three-sentence summary will be prepared and dispatched to the Director's office immediately after the meeting or conversation. See exhibits *9, 10, and 11* for proper procedures in preparing these forms. *?*

Handwritten:
to this
back

18. STAFF STUDIES

The general format for submitting staff studies shall be as follows:

**Problem
Discussion
Conclusions
Recommendations**

Approved For Release 2002/08/26 : CIA-RDP74-00005R000200080020-3
UNITED STATES GOVERNMENT

Memorandum

TO : All secretaries

DATE: 4 June 1962

FROM : Head, Training Section

SUBJECT: Use of Optional Form No. 10, United States Government Memorandum,
(May 1962 Edition)

1. This memorandum illustrates ^{the} appropriate format for preparation of Optional Form 10, United States Government Memorandum, (May 1962 edition). As originally designed, the form required the use of two typewriter stops--one for the entries following the printed captions and another for the left margin of the text. As revised, the form now requires only a single stop setting, the left margin. This simplification was achieved by moving the printed captions about 3/4 of an inch to the left to allow a continuous 1-inch margin for typed material.

2. Optional Form 10 is used for informal correspondence within and between Federal agencies. A memorandum prepared on this form may be addressed to more than one person. Although the number of copies of the memorandum should be kept to a minimum, a copy is required for each addressee shown in the "To" line and in the "cc" line, when there is one.

3. If the text does not exceed 10 lines, the ^{half-sheet paper} 8- by 5 1/4-inch size is used. (If it is longer, the 8- by 10 1/2-inch size is needed.) Plain paper is used for second and succeeding pages of a memorandum.

4. Sometimes memorandums are not signed. For example, this one does not require a signature. Usually, however, they are initialed or signed. To ensure that the signature can be read, the name is typed at least one time on the memorandum. If the name is not shown in the "From" line, it is typed, (or stamped,) 4 lines below the text.

Jane Doe

Office Memorandum • UNITED STATES GOVERNMENT

TO : *Office of Training*
 Director of Training
 ATTN : Chief, Management Training Division

DATE: 15 June 1963

FROM : Chief, Records Administration Staff

Get date whenever
 signing of memoranda
 can be delayed.

SUBJECT: Correspondence Training Material

4 spaces

1. Recent discussions with members of your Clerical Training Staff indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Optional Form No. 10 (United States Government Memorandum) stationery in the preparation of memoranda.

2. Generally, informal communications addressed to individuals below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications to a counterpart of equal level in another Federal Agency. A check with the section entitled "Stationery" will aid the typist in selecting the proper stationery to be used. The writer may also express a preference for a particular type of stationery in certain instances.

3. Notice the modified block style for positioning the message on the form. We feel that it will result in better looking memoranda with less effort. No indentation of paragraphs eliminates the need for depressing the tab key, thus speeding up the typist's work.

4. The Records Administration Staff will be glad to provide any additional guidance you may need for training purposes. It is anticipated that the information and exhibits contained in the Correspondence Handbook will be beneficial in solving many of the routine problems. (Your opinion of this simplified style would be appreciated.)

3 spaces

Kurt Blount

2 spaces

Enclosure:

Exhibit 1 of Proposed CIA
 Correspondence Handbook

* Distribution:

Orig. - Addressee

1 - B/LD

1 - C/MS

1 - MSB/MSB/CMS

* RAS/MSB/CMS:Jesse:NYG/3456(15 June 1963)

(CIA LETTERHEAD)

MEMORANDUM FOR: Deputy Chief of Naval Operations (Air)
Department of the Navy

SUBJECT : Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of a Staff Chief or comparable level.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for the official record copy; a white copy for the signing official; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.) *as determined by the originator.*

3. Unless instructed otherwise, this memorandum may be enclosed in a plain (unfranked) envelope. If correspondence is unclassified, indicate the addressee and Stop Number. The delivery will be made by the U. S. Official Mail and Messenger Service from the City Post Office. If the correspondence is classified, indicate the room number and building and attach a courier receipt. Remember also to include a document receipt, if appropriate. Do not include the Stop Number. *Delivery* will be made by courier.

Jeb Airhart
Chief, Air Science Division

CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: Actual date of conversation

SUBJECT : Enter the topic discussed. If more than one subject was covered, each shall be listed.

PARTICIPANTS: Procedures concerning maintenance of source security apply in listing the participants.

COPIES TO : Need-to-know principle shall apply.

Use example of format. Note if necessary or explain in text

1. This form to be used in reporting conversations with individuals outside the Agency. Form need not be used if the conversation is made a part of the minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.

2. If the Director or Deputy Director is a participant, the original and all copies are submitted to the DCI or DDCI for approval of the substance and the distribution. (Other Memoranda of Conversation to go to the Deputy Director, submit the original only.)

Del or Keyword

3. In addition to this memorandum, a three-sentence summary will be prepared and dispatched to the Director's office immediately after the meeting or conversation, particularly on those ^{matters} which may determine or affect policy or which should be brought to the attention of the Director or DDCI.

4. When ^{the} memorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature
Title

D. S. Brown
Chief, Liaison Group

DDX/RS:IMur:it(date dictated)

APPROVED:

APPROVED:

Director of Central Intelligence

Typed when
DCI or DDCI
is a participant

Date

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with XXX

1. A Memorandum for the Record will be prepared to record important conversations, data, or events when use of Form 1132 or other form of record is not appropriate.
2. When ^{the} memorandum ^{concerns} a meeting, list the participants. Also note if any action is necessary or if any commitments were made.
3. Identification symbols of the initiator will be indicated in the lower left corner as illustrated even though the signature of signing official is not the same.
4. Distribution of all copies will be shown on the original and all copies. The original and one copy will be forwarded to the Director, when required, (originator will determine when memorandum to go to O/DCI).

Will Sign
Chief, Reports Branch


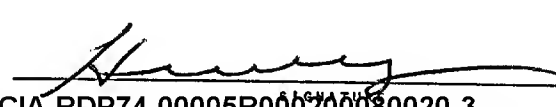
DDG/CMD/RB:LMoore:uh(date)

Distribution:

Original (and 1) - Signer (or the O/DCI when appropriate)
Y - file
X - as required

(SUSPENSE COPY)

STA
STA

SPEED LETTER		REPLY REQUESTED		DATE
		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Today's date
TO : 		LETTER NO. 111		
ATTN: Harry		FROM: Rita		
<p>The Speed Letter can be used for informal correspondence between headquarters and offices and branches. One copy is retained by the originator, two go forward. If reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When original is received the suspense copy may be destroyed.</p>				
				 SIGNATURE
REPLY				DATE
<p><i>The message on this form may also be handwritten which makes it convenient if a typist or a typewriter is not available</i></p>				
				 RETURN TO ORIGINATOR

CORRESPONDENCE
FOR DCI & DDCI

CORRESPONDENCE
FOR DCI & DDCI

CORRESPONDENCE HANDBOOK



1983

STAT

1X THE INTENTION

CORRESPONDENCE PREPARED FOR THE SIGNATURE OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE.

Signature Guy

Correspondence prepared for the Director or Deputy Director shall conform to the following formats.

1. STATIONERY

Letterhead bond and tissue *copy* for the Office of the Director or Office of the Deputy Director are available for correspondence prepared for the signature of the Director, and the Deputy Director, *as the 970 - C.*

Plain bond shall be used when addressing memoranda to the Director, Deputy Directors, and the Executive Director. *1/2*

2. DATE

Correspondence prepared for the signature of the Director or the Deputy Director of Central Intelligence shall not be dated in the office of origin. Memoranda addressed to the DCI and DECI will be dated when signed.

3. LETTER FORMAT

a. Keeping in mind a "framed picture" appearance, set the margin accordingly. In most letters the address may be typed eight lines below the last line of the letterhead, flush with the left margin. The length of the letter will determine where the address should begin. Use block style for the address. The salutation is typed two lines below the address. See the section on Forms of Address for proper titles. Begin the body of

the letter two spaces below the salutation and flush with the left margin. Begin each succeeding paragraph at the left margin. Text is single spaced unless it is less than eight lines. (See examples of letter formats.)

b. The complimentary close for the Director is "Sincerely." The name and title will be centered five spaces below the complimentary close. Example: 8

Sincerely,

John A. McCone
Director

For the DDCI the complimentary close and signature shall be:

Faithfully yours,

Marshall S. Carter
Lieutenant General, USA
Deputy Director

In the Director's absence the Deputy Director will sign
Whenever the DDCI will sign in the absence of the Director the signature
as Acting Director.
will be shown as:

Faithfully yours,

Marshall S. Carter
Lieutenant General, USA
Acting Director

(Provide for Ex Dir (Sin Yours))

c. Enclosures will be typed and identified on the original and all copies. 9

d. Identification of originator, typist and date of preparation and the distribution of all copies will be shown on the internal copies only. When indicating the distribution of Top Secret documents, show the exact copy number and the recipient.

e. All envelopes, mailing slips and document receipts should be attached in the office of origin. DCI signature tabs will be attached in the O/DCI. The order of assembly of the correspondence is contained in the section entitled Assembling and Forwarding Correspondence.

4. MEMORANDUM FORMAT

On memoranda prepared for the signature of the DCI or DDCI: *going outside the Agency;*

a. The headings shall conform to general standards prescribed for other agency memoranda.

b. Paragraphs will be numbered except when the memorandum is addressed to the President or the memorandum consists of only one paragraph. The paragraphs will be typed in block style.

c. Five lines below the text and four spaces *really?* to the right of the center of the page the signature of the Director or the Deputy Director of Central Intelligence shall be written in initial caps with the title centered immediately below. Example:

For the DCI *signature:*

John A. McCone
Director

For the DDCI *signature:*

Marshall S. Carter
Lieutenant General, USA
Deputy Director

In the Director's absence "Acting Director" is substituted for "Deputy Director" and "Office of the Director" stationery is used. Example:

Marshall S. Carter
Lieutenant General, USA
Acting Director

Ex Dir-Comp

d. When material is included with a memorandum for the signature of the DCI or DDCI the word "Enclosure" will be typed on all copies. If more than one, the number will be shown. The enclosure(s) will be identified only if of unusual importance. Example:

Enclosures 2:
Identify if important

e. Recipients of information copies outside the Agency will be indicated on the original and all copies at the left margin two spaces below the last typed line by typing "cc:" followed by the recipient. Example:
cc: Attorney General

f. (On memoranda addressed for the signature of the DCI and DDCI) the distribution is shown on internal copies only. The distribution may be shown on back of the page if the memorandum fills the page. If an additional page is used, it should be properly titled to identify it with the body of the memorandum.

g. Attach a brief covering memorandum explaining the purpose of the memorandum to be signed by the DCI. *or by DDCI* The memorandum, together with the entire file, will be forwarded through the Deputy Director (Respective Component). *See Exhibit 16*

5. BRIEF SUMMARY

A three-sentence summary will be prepared and dispatched to the Director's office immediately after a meeting or conversation with officials outside the Agency, especially on those which may determine or affect policy or which should be brought to the attention of the Director or the Deputy Director.

*already
revised*

Block:

(DCI LETTERHEAD)

(Date left blank)

Honorable Dean Rusk
Secretary of State
Washington, D. C., 20520

Dear Mr. Secretary:

appropriate
This is an example of a letter prepared for the signature of the Director of Central Intelligence. Letters will be forwarded to the Director through the Deputy Director (X component) with a cover memorandum explaining the purpose of the letter to be signed by the Director.

When a second page is required, use plain stationery. Margins will correspond with those on the first page, and typing will begin about ten lines from the top. The second and succeeding pages are numbered with arabic numerals centered about one-half or three-quarters inch from the bottom of the page.

of an
Sincerely,

John A. McCone
Director

internal
to be typed on copies only

ABC
O/DD:WATATE:jts(3Aug63)

Distribution:

Orig. and 1 - Addressee

1 - ER *with basic*

1 - *Signer* *Signing official*

2-DD/X

1-ABC w/ copy of basic

X-As required

CONCUR: _____

DD/X

(DDCI LETTERHEAD)

(Date left blank)

Honorable John Karle
American Ambassador
City, Country

Dear Mr. Ambassador:

This is an example of a letter prepared for the signature of the Deputy Director for Central Intelligence. Generally, this type of letter would be prepared for the signature of the Director. However, a notation accompanying the letter stated that the letter be prepared for the Deputy Director's signature.

A cover memorandum, or brief, explaining the purpose of the letter should also be prepared. The cover memoranda and the letter for signature should be forwarded through the respective Deputy Director (X-component).

The number of copies prepared ^{signing official} should include an original and one for the addressee, one for the ^{concerned} signer, one for the Executive Registry, and whatever additional copies the originator may decide.

Faithfully yours,

Marshall S. Carter
Lieutenant General, USA
Deputy Director

CONCUR:

Deputy Director (X)

internal
on copies only

DPR:MBird:mpd(3May63)

Rewritten:EA-DD/X:RBF:maq(4May63)

Distribution:

Orig. and 1 - Addressee

1 - ER (with basic)

1 - ~~DDCI~~ *signing official*

✓ 1 - DDX

1 - DPR

X - *As required*

(DDCI LETTERHEAD)

(Date left blank)

MEMORANDUM FOR: Director of Another Agency
Director of Federal Commission

SUBJECT : General Information

1. This is an example of a memorandum prepared for the signature of the Deputy Director, of the Agency. The same format will be followed in preparing a memorandum for the Director's signature.
2. Letterhead stationery for the Office of the Director or the Deputy Director of Central Intelligence is available. Tissue copies with corresponding letterheads should be used when courtesy copies are needed. Additional copies shall be prepared on plain tissue and a yellow copy for the official file copy.
3. A well-balanced appearance can be achieved by carefully considering the length of the message and adjusting the margins accordingly. The text should begin four lines below the subject line. The body of the memorandum is single spaced unless the text is less than ten lines. Double spacing will also be used when preparing a memorandum to the President.
4. Paragraphs shall be numbered unless the memorandum contains only one paragraph. Paragraphs are never numbered in a memorandum to the President nor in a letter.
5. A cover memorandum explaining the purpose of the memorandum to be signed by the DDCI is required. These will be forwarded to the DDCI through the Deputy Director, (Respective Component).

Marshall S. Carter
Lieutenant General, USA
Deputy Director

Enclosure
(Identify if necessary)

CONCUR: _____
Date _____

cc: General Counsel (reint. copies only)

172
SBS:EGoods:to(date prepared)(type on internal copies only)

Distribution: - (show on internal copies only)

Original and 1 - Addressee

Approved For Release 2002/08/26 : CIA-RDP74-00005R000200080020-3

1 - originator - ~~Signature of official in office~~
2 - ~~DDCI~~ 1 - XYZ Sample Block

Exhibit 15 - Memorandum for DDCI Signature

14 June 1963

MEMORANDUM:

~~THRU~~ FOR: Director of Central Intelligence
THROUGH: *S — D — for Support*
SUBJECT : Interagency Correspondence Standards

1. This Agency is contributing suggestions for the development of inter-agency correspondence standards in cooperation with the General Services Administration.
2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

John J. Jackson
Director of Training

Attachment:

*Distribution:

Orig. - Addressee (Return to DTR)

1 - *CTB/TR* DTIC

1 - *DD/S*

1 - *CTB/TR*

*Typed on file copies only.

14 June 1963

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director ^{for} (Support)
SUBJECT : Interagency Correspondence Standards

1. This illustrates a memorandum submitted to the DCI for action and his approval signature. The first paragraph should state the purpose of the memorandum and request for the approval of the recommendation in paragraph ____.

2. The memorandum will ^{provide} include a space for an approval signature. ^{appropriate} If concurrence by the Deputy Director is necessary, prepare a concurrence line. The originating officer is responsible for all coordination before the paper reaches the Office of the Director. The originator should also make certain that the file is properly assembled and ^{and other officials, if necessary,} all enclosures are attached.

ensuring that

(has been obtained)

Arden T. Wrighter
Acting Chief
Correspondence Policy Division

1 Attachment
(Identify it)

cc: DDCI

CONCUR:

on each
Deputy Director (Support)
for

The recommendation contained
in paragraph ____ is approved:

Director of Central Intelligence

Date _____

BDS/CPD:AWrighter:ss(date prepared)

Distribution:

Orig. - to action office

1 - CPD (signer) *1-ER*

1 - Official File (ER) *2-DD*

1 - ~~Approved~~ *Approved*

TOP SECRET
CORRESPONDENCE

TOP SECRET
CORRESPONDENCE

CORRESPONDENCE HANDBOOK

1963

STAT

PREPARATION OF TOP SECRET CORRESPONDENCE

1. POLICY

Top Secret information must be safeguarded from the instant it is prepared.

This rule applies to drafts, carbon copies, notes, carbon paper, record-

ings (disks, tapes, etc.) as well as the final copies. Within the Agency

Copy of a Form 26, Control and Cover Sheet, will be placed on top and attached to each TS document received or prepared *in the Agency* by CIA. This form will remain with

the document until it is downgraded, destroyed, or transmitted outside the

Agency. *Top Secret* Assignment of the defense classification is made by the origina-
of the document *by* *mitted from* *assigned* *by* *the* *origina-*
 ter. All TS documents received or transferred to an office must be logged

by the Area TS Control Officer.

2. FORMAT

The format for TS correspondence is generally the same as that prescribed in preceding chapters except as hereinafter described.

3. CONTROL IDENTIFICATION

a. The first page of each copy of the TS document shall bear the TSC number in the lower right corner, about an inch and a half from the bottom of the page.

b. If the document is in a draft stage this may be shown by adding a letter symbol to the TSC number, as TSC 2145A or 2145C. *2145-A* *(see next page)*

c. The final form of a TS document is identified by the TSC number only.

d. If certain pages have been revised this is indicated by typing "Revision" and the date of the revision in lower left corner of page.

e. Complete a ^{form} green control and cover sheet on which is entered the TSC number, the copy number, number of pages, and other identifying information.

Attach the form to the top of the TS document.

4. PAGE NUMBERING

Center the number at the bottom of each page, ^{from} ~~about 3/4"~~ from the lower edge, allowing sufficient room below for the Defense Classification (and control statement, if used). In addition, a ^{Group 1?} group marking (in accordance with existing security regulations) will be stamped to the right of the defense classification at the bottom of the first page.

5. ENCLOSURES AND ATTACHMENTS

a. Enclosures which are classified ^{Top?} through Secret are listed by typing the word "Enclosure" flush with left margin, two lines below the signature and identifying the enclosures immediately below. Example:

Enclosures:

1. CIA TSC No. 123456, Copy No. 2
2. CIA TSC No. 09874-A, Copy No. 6, Annex A and B

b. Each enclosure to a TS document will be identified on the first page or cover page in the lower right corner ^{above} as follows:

"Enclosure No. ____ to CIA TSC No. ____"

c. If the attachment is a TS document, enter Annex ^A below the TS control identification number in the lower right corner of first page or cover. On ^{additional} each page of the attachment type Annex A, B, or appropriate letter on each page of the annex.

6. DISTRIBUTION

The distribution of (the original and copies of) TS correspondence is shown on all copies retained in the Agency. To indicate this distribution, type the word "Distribution" flush with the left margin, two lines below the last line of the memorandum or letter. Immediately below list the recipients of the original and each copy of the correspondence. Example:

Distribution: *8*
Copy No. 1 (and 2) - Addressee
3 - C/XX
4 - C/XX
5 - C/XX
6 - RI

7. CLASSIFICATION AND GROUP MARKING

In addition to the defense classification on each page, a group marking in accordance with Security regulations shall be placed immediately below or adjacent to the classification marking at the bottom of the first page. *604*

8. TOP SECRET CONTROL

After TS correspondence has been prepared, all controls for ^{this} TS material must be initiated. See ^{Agency} Regulations covering classified documents for proper handling. Consult your Area TS Control Officer for any additional ^{required} information necessary.

REPORTS

REPORTS

3. ^hTYPING A DRAFT ^h(OF A) REPORT

Double space a draft ^h(of a) report. Date each draft that you type and retain those drafts which show concurrences, until disposal is authorized. _Q

4. TYPING THE FINISHED REPORT

The finished report is usually single spaced. The title page of the report must carry identification of the originating office and the date of completion. Example:

Prepared by
Office Methods Division
Federal Manual Service
Date

5. MARGINS

Space the typing of a report to suit the format in which the report is to be presented. Generally, allow a 1-inch margin on all four sides. Where a binding or tabs are used, the margin should be set to accommodate these and still give the appearance of text centered on the page.

6. HEADINGS

The title of the report, typed in capitals, ^{letter}is centered 1 inch from the top of the page. If there is a subtitle, it is centered 2 lines below the main title. The subtitle may be in capitals, but it is usually typed with initial capitals only. The caption of the first part or the first section of the report, preceded by a Roman numeral or a capital letter, may be centered below the title, or may be typed at the left margin. Center headings give a report a formal appearance. ^{more}More than two of them should not be used consecutively. ^{h?}(Special instructions from the writer may be needed for marginal headings. The style followed in preparing a report is shown in Exhibit.)

7. PAGE NUMBERING

Number each page except the title page and the first page of the body of the report. Always number in the same position. The preferred location for page numbers is the upper right corner. Pages of prefatory material, including an introduction, are often numbered with lowercase Roman numerals. Beginning with "2" on the second page of the body of the report, number with Arabic numerals all subsequent pages, including appendixes and an index.

8. SIGNATURE

If the report is not submitted under a signed memorandum, leave space on the last page of the text for a handwritten signature.

9. CONCURRENCE

Follow usual practices in obtaining and recording concurrences.

10. CHART TITLE

In this paragraph, the word "chart" refers to charts, tables, graphs, and other statistical or tabular material.

Underscore a. Placing a chart on a page. If possible, place a chart vertically on a page. When it is necessary to place a chart horizontally on the page, turn the page clockwise to read. That is, the title is on the left side of the page, while the bottom of the chart is on the right side of the page. Generally, a chart of over 30 lines requires more than one page. Do not divide a chart which requires less than a full page, even if the previous page has only a few lines of typing. If a chart requires two or more pages, it may be typed on a sheet large enough to accommodate the entire

chart. The sheet is then folded to a size slightly less than that of the paper on which the report is typed. Be sure to fold the large sheet off center to leave a single edge for punching or binding. Edges, other than the edge on the bound side, must be free so that the chart can be opened without removing fasteners. Printers prefer to arrange large charts on two facing pages rather than to fold oversize pages.

b. Placing headings or titles on charts. Headings or titles are preferably typed with initial capitals. They may be above or below the chart. Tables usually carry the heading at the top. Example of a heading above a table:

Table 19. Total Value of Products and Elements of Production Costs,
Manufacturing Industries of the United States, 1945-60

(Body of the table)

If a table or chart must be continued to the next page, repeat the complete title; follow it with a dash and the word "Continued."

c. Typing references below a chart. Place footnote references 2 lines beneath the chart. Single space footnotes and double space between them. Footnote references on charts containing numerals may be shown by an asterisk (*) and other symbols, or by lowercase letters, thus avoiding confusion with the numbers in the chart. Place source or credit lines below the chart at either the left or the right corner.

d. Boxing tables. Narrow tables of two or three columns that can be centered within the margins of the text look better without ruling. Tables as wide as the accompanying text look better with ruling. Long single spaced columns should have a space break every 5 or 6 lines for ease in reading. In columns showing dollars, the dollar sign is placed only before the first figure and the total.

Paragraphs

TITLE OF REPORT IN CAPS

A. Synopsis

Give a brief summary of the reason for the report, who requested the report or study, and the purpose or aims to be accomplished.

major
Sum up the recommendations:

*Summary
State and use*

1. List them.

2. Second

B. Discussion

1. Follow standard paragraph instructions in presenting the discussion. Proper indenting, numbering and lettering of paragraphs will make the report easier to read.

2. Lead the reader step by step through your discussion. Place the main ideas where they will stand out--first or last in each paragraph.

a.

b.

3. Concrete and specific words are usually more familiar and clear.

C. Conclusion and Detailed Recommendations

1. State the results derived by a reasoned judgment and provide a direct solution. Attach supporting documents, graphs, or charts.

AND NOTES

CORRESPONDENCE HANDBOOK

1963

STAT

NOTICES, AGENDA, AND MINUTES OF MEETINGS

1. NOTICES OF MEETINGS

An announcement of a meeting is distributed far enough in advance to allow representatives sufficient time to plan to attend or to designate

alternates. A notice of a meeting may include these items; *as illustrated in Exhibit 19:*

- a. Identification of the agency or group sponsoring the meeting.
- b. Number of the meeting, if one of a series. The number may be shown in the title, as in the example in paragraph c, following.
- c. Name of the group holding the meeting, or the subject to be discussed. Example:

Notice of [the Second Meeting of the Geographic Working Committee

- d. Date, time, and place of the meeting.
- e. Name of the chairman, speaker, and so forth, as appropriate.
- f. Agenda and supporting papers. The agenda may be added to the notice. If it is added, the title AGENDA should be centered on the page and followed by a list of topics. Instead of the agenda, a paragraph stating the purpose of the meeting or discussing the topics may be added. Sometimes papers to be considered *before* in advance of the meeting accompany the notice.

2. AGENDA FOR MEETINGS

Agenda means literally "things to be done." The term also applies to the document listing things to be done at a meeting. If the topics to be discussed are known before release of the notice of the meeting, the agenda may be typed as part of the notice or as a separate document to accompany the notice. If the subjects for discussion are not known when the notice is released, the agenda may be sent later or distributed at the meeting. During the meeting topics are discussed in the order in which they appear in the agenda. The topics, as stated in the agenda, may range in length from words or phrases to paragraphs. If the agenda is prepared on a separate sheet rather than as part of a notice, it should have a heading that identifies the meeting. *(See Exhibit 19.)* The following items may be included in the agenda:

- a. Identification of the agency sponsoring the meeting.
- b. Name of the group holding the meeting, or the subject to be discussed. Example:

Agenda for the Third Meeting of the
Task Force on Scientific Development

- c. Date of the meeting
- d. The word AGENDA, centered, if it is not included in the agency identification, as shown in paragraph b, preceding.
- e. List of topics and subtopics, if any, numbered and lettered for ease of reference.

*Lib
repetition*

f. Supporting papers, if any. Each paper sent with the agenda may be cited in the item which applies to it or may be explained in a paragraph following the agenda. If papers are not forwarded but are to be made available at the meeting, they may be mentioned in the agenda sent in advance of the meeting.

3. MINUTES OF MEETINGS

Minutes are a written record of a meeting. They are not a transcript of the discussions but are a concise, clear summary of the resulting conclusions and recommendations. Minutes often indicate action to be taken on the conclusions or recommendations. (Minutes of meetings may include these items:)

A suggested format is shown in Exhibit 20.

a. Identification of the group sponsoring the meeting.

b. Title. The title may give the number of the meeting if the meeting is one of a series, and the name of the group holding the meeting or the subject discussed.

c. Date, time, and place of the meeting.

d. List of those present. The list will identify the chairman, members, alternates, and guests.

e. Text. The text of the minutes is usually arranged by topics. Paragraphs may be identified by number and title to correspond to the agenda items. Minutes of the meeting of an intra-agency group, such as a staff meeting, may take the form of a "Record of Action." In this record, the action required and the individuals responsible for taking the action are shown, thus providing a ready reference for followup.

Need this here?

Person
f. Identity of the secretary responsible for preparing the minutes.

g. Additional information. Items may be added to the minutes, *such as* showing the date of the next meeting, assignment of duties to specific members, or any other information not included in the text.

4. STATIONERY FOR NOTICES, AGENDA, AND MINUTES

a. Stationery. Use plain white paper for notices, agenda, and minutes unless instructed otherwise. Formally organized groups sometimes use appropriately printed stationery for notices, minutes, and so forth.

b. Copies. Whenever notices, agenda, or minutes are to be duplicated for distribution, you may type the material directly on a duplicating master. This master can be signed by the secretary or other official. If an actual signature is needed on a record, prepare an original on plain paper and have it signed before typing the duplicating master. If an actual signature is not needed, a duplicated copy may be filed instead of a signed original.

5. LAYOUT OF NOTICES, AGENDA, AND MINUTES

a. Margins. Arrange notices and agenda of meetings on the page for best appearance. In typing minutes, observe the usual 1-inch margins.

b. Spacing. At the top of the page, center identification of the sponsoring agency or group. Arrange the title, date, time, and place to use the available space most effectively. Single space a paragraph which explains the purpose of a meeting. Also single space the agenda, with double spaces between items. You may set up the text of minutes as shown in the exhibit at the end of this chapter.

DISTRIBUTION LIST

For groups that hold recurring meetings, keep an up-to-date distribution list of members and their alternates.

**FEDERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS DEPARTMENT**

**Notice of the first meeting of the Space Committee
for the New Building**

16 July 1963

9:30 a.m.

Room 105, National Headquarters Building

AGENDA

1. Description and background of the project
2. Establishment of basic concepts for guidance of the Space Committee
 - a. Major contents of the plans
 - b. Permissive character of the plans
 - c. Format of the plans
3. Review of detailed outline of items suggested for the plans
4. Establishment of subcommittees and work schedules

Enclosures:

- Condensed outline of plan
- List of suggested subcommittees
- Proposed schedule for the project

FEDERAL SERVICES ADMINISTRATION

RECORDS SERVICE OFFICE

**Minutes of the first meeting of the Working Committee on the
U. S. Government Correspondence Manual**

16 July 1963

9:30 a.m.

Room 111 Interior Building

Chairman: Herbert Wayne

Members present: List all those in attendance

1. Background of the project. The chairman explained the reasons for which the Second Hoover Commission recommended a standard correspondence manual for Government. Use of the same manual by Federal agencies would result in uniformity in correspondence practices; would require less training of typists, especially those transferring from one agency to another; would lower printing costs of manuals; and would make it unnecessary for new agencies to develop their own manuals.

2. Establishment of basic concepts

a. Major contents of the manual.....

b. Permissive character of the manual.....

c. Format of the manual.....

3. Review of detailed outline of subjects.....

4. Establishment of subcommittees and work schedules. The working Committee assigned members to subcommittees. The list of the members of each subcommittee is attached. The proposed schedule for the development of the manual will be discussed at the next meeting.

**A. B. Notar
Recorder**

Next meeting: 9:30 a.m.

Approved For Release 2002/08/26 : CIA-RDP74-00005R000200080020-3

Room 111, Interior Building

Exhibit 20 - Minutes of Meeting

REVIEW, CONCUR-
RENCES, APPROVALS

REVIEW, CONCUR-
RENCES, APPROVALS

CORRESPONDENCE HANDBOOK

1963

STAT

REVIEW, CONCURRENCES, APPROVALS, AND SIGNING AUTHORITY

1. INDICATING REVIEW AND CONCURRENCES

a. Officials other than the originator shall indicate their review by initialing above their organizational designation at the bottom of the yellow official file copy. The date of initialing should also be shown. The originator will initial over his typed name.

b. Concurrences may be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the correspondence. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences (by the officials' surnames and titles.)

To provide for these signatures, type the word "CONCURRENCE" flush with the left margin four spaces below the signature line. Beginning five lines below the word "CONCURRENCE" even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line type the official's title. To the right of the signature line type a solid line for the date. Type the word "Date" beneath

this line. Repeat this arrangement for each concurring signature desired.

Leave five spaces between each signature line. Example:

CONCURRENCE:

Director of Transportation

Log

Date

Comptroller *D/F*

Date

external
c. On ^{the} correspondence prepared for signature of the DCI or DDCI one of the two copies forwarded for retention in the Registry files will bear the signature and title of the originator and each concurring officer. ^{cial} The originator and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively. The second copy for retention in the files of the O/DCI ^{and} all other Agency copies need not bear the signatures. Typewritten names will suffice.

*No
Review*

2. INDICATING APPROVAL AS AN INTEGRAL PART OF A MEMORANDUM

a. To eliminate preparing additional correspondence at approving levels, ^{*will be*} a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. Two or three spaces to the right of "APPROVED"

No

and on the same line type a solid line for the date. Center the word "Date" beneath the line. Two spaces below type in the approving official's name in initial caps and center his title beneath. Example:

Signature of Signer *(See name)*

*The recommendation^(s) contained
in par. ^(are) is approved:*

APPROVED: _____

Date _____

D D for _____

Date _____

H. A. Marley
Deputy Director
(X component)

1/20

b. Consider the following requirements when an approval line is used:

(1) In addition to the original (which is usually ^{sent} returned to the office which will take originating official for necessary action), prepare a copy for retention by the approving official. Furnish two copies if the approving official is the Director or one of his Deputies.

1/20-one

(2) Action of the approving official shall be indicated on all copies.

(3) Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

1/5

3. RESPONSIBILITY FOR REVIEW AND CONCURRENCES

a. It is the originating official's responsibility to secure all necessary review and concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence. "Provide adequate routing" includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.

b. Reviewing officials shall sign or initial originals or copies in the spaces provided. Qualified concurrences or nonconcurrences shall be indicated, and the reasons therefor typed to the right of the official's signature on the original and all copies of memorandum. The copy for the reviewing official will be forwarded from the office of the signing official after the document is signed.

c. It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date action was taken, and any other notations of concurrence or qualified concurrence ^{on} to each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

/s/ Robin Burton
Director of Activities

4. AUTHORITY TO SIGN CORRESPONDENCE

The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. Other authorizations to sign correspondence have been delegated at Deputy Director, Assistant Director, Office Chief, and subordinate levels. The following general rules apply:

a. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.

b. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom addressed.

c. Correspondence directed downward shall be signed by or directed through the chief of the element immediately above that of the official to whom addressed.

10 spaces

4 5. It is recommended that the verbal agreement described herein be concluded officially.

5 spaces

M. M. Person
Chief, Management Staff

4 spaces

CONCURRENCES:

Director of Reports

Date

General Counsel

Date

*The recommendation contained
in par. 5 is approved:*

APPROVED: _____

Date

H. A. Riley
Deputy Director
(X component)

D. _____ for _____ Date

Distribution:

Original and 2 - Addressee (Action office)
1 - D/R
2 - DD/S 1 - OSC
1 - C/Mgt w/ basic
1 - file (with basic)

} On all
Copies

ENVELOPES
AND MAILING

ENVELOPES
AND MAILING

CORRESPONDENCE HANDBOOK

1963

STAT

ENVELOPES AND MAILING

going outside the Agency
When mail is prepared for transmittal it is important that the proper envelope is used to insure correct handling. Window envelopes should be used whenever possible. When a window envelope cannot be used, select a regular envelope of the appropriate size.

1. TYPES OF ENVELOPES

The Agency uses both penalty indicia (franked) and nonpenalty envelopes and labels. The penalty clause "Penalty for Private Use to Avoid Payment of Postage \$300" appears in the upper right corner of the franked envelopes and labels.

These types of envelopes are available (some contain preprinted Agency addresses):

PENALTY INDICIA

White envelopes, 8-7/8" x 3-7/8" and 9-1/2" x 4-1/8"
White window envelopes, 8-7/8" x 3-7/8"
Brown envelopes, 12" x 9-1/2"
Labels, gummed, 5" x 3".

NONPENALTY

White Envelopes, 3-1/2" x 6", 8-7/8" x 3-7/8" and 9-1/2" x 4-1/8"
White with opaque design inside, 8-7/8" x 3-7/8" and 9-1/2" x 4-1/8"
White window envelope, 8-7/8" x 3-7/8"
White, Air Mail, red and blue border, 8-7/8" x 3-7/8" (both plain and opaque design inside) and 9-1/2" x 4-1/8"
Brown envelopes, various sizes, from 5-7/8" x 3-3/4" through 18" x 14-1/2".

MULTI-PURPOSE ENVELOPES

Brown, 12" x 10" and 16" x 10".

The ~~Multi-Purpose~~ Envelopes are encouraged for internal routing. These envelopes are designed with a window pocket attached to the outside to accommodate a courier receipt being used as an address label, or a 3" x 5" card or paper on which the address is written. The envelopes may be reused by removing the addressed paper or card and inserting a new one properly addressed.

CHAIN ENVELOPES

U. S. Government Messenger Envelope, Standard Form 65, sizes 12" x 9- $\frac{1}{2}$ " and 16" x 12".

To be used for sending material between Government offices and agencies unless prohibited by security or operational requirements. When using the chain envelope enter the Stop Number for the addressee's agency in the space labeled "Stop".

2. USE

The use of penalty indicia is a matter of convenience and economy to the Government. Official mail qualifying for transmission under penalty indicia is broadly limited to official letter correspondence and enclosures that are reasonably related to the subject matter of the correspondence.

Penalty indicia should not be used for:

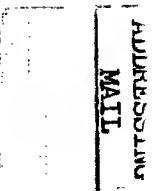
- a. Mail on which additional postage is required, as airmail, mail for most foreign countries or mail weighing over four pounds.

b. Personal correspondence and other unofficial mail even though a postage stamp is affixed over the penalty clause.

c. Inner envelopes ^{transmitted} ^{classified} need for double-sealed material.

d. Mail sent outside the Post Office channels (by messenger or courier).

In addition, do not place a franked label on a franked envelope.



ADDRESSING
MAIL

CORRESPONDENCE HANDBOOK

1963

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ADDRESSING MAIL

1. ADDRESSING ENVELOPES FOR TRANSMITTAL OUTSIDE CIA

- a. In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.
- b. If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.
- c. If correspondence is to be dispatched by AIR MAIL, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.
- d. Inter-Agency Mail - If (contents of) mail being sent to another Government agency is unclassified, indicate on the envelope the addressee, the room, and ^{the} Stop Number. Do not use a franked envelope. (Delivery is made by U. S. Official Mail and Messenger Service.)
- e. If correspondence is classified, attach ^{a copy of} Form 240, Courier Receipt. Indicate the ^{the} room number and building; do not include ^{the} Stop number. (Delivery is made by courier.)

2. ADDRESSING INTER-OFFICE MAIL

The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

- a. Office of origin.
- b. Office designation of addressee (position title or name may be added if desired).
- c. Building designation.
- d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee" in addition to information required in a, through d. above.

CORRESPONDENCE HANDBOOK

STAT

1963

FORMS OF ADDRESS

*Sub para
no.*

1. INTRODUCTION

The form of address, salutation, and complimentary close is frequently based on the background, experience, and personal relationship of the person signing the letter and the person receiving the letter, as well as on its purpose.

The examples given in this chapter are conventional forms in general use. They may be varied under certain conditions. For example, "Honorable" may be replaced by a title such as "General," "Dr.," or "His Excellency." All Presidential appointees and Federal and State elective officials are addressed as "Honorable." As a general rule, county and city officials, with the exception of mayors, are not addressed as "Honorable." A person once entitled to "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout his lifetime.

In salutations to persons in positions that may be held by ^{either} men or by women, only the title "Mr." is shown in the examples given here. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." The title "Miss" or "Mrs." is substituted for "Mr." ^{followed by} when the surname rather than a formal title, follows.

When interagency mail is to be delivered in Washington, D. C., by the official mail and messenger service, "Washington, D. C." may be omitted from the letter and the envelope.

*Include
under
addressing
mail
already
covered*

Open punctuation is used in addresses. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional ZIP Code Numbers may be obtained from the Agency's Mail Room.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
2. THE WHITE HOUSE		
The President	The President The White House Washington, D.C. 20501	Dear Mr. President: Respectfully yours,
Wife of the President	Mrs. (full name) The White House Washington, D.C. 20501	Dear Mrs. (surname): Sincerely yours,
Assistant to the President	Honorable (full name) Assistant to the President The White House Washington, D.C. 20501	Dear Mr. (surname): Sincerely yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington, D.C. 20501	Dear Mr. (surname): Sincerely yours,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House Washington, D.C. 20501	Dear (rank) (surname): Sincerely yours,
3. THE VICE PRESIDENCY		
The Vice President	The Vice President United States Senate Washington, D.C. 20510	Dear Mr. Vice President: Sincerely yours,
The President of the Senate	Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr. President: Sincerely yours,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
4. THE FEDERAL JUDICIARY		
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Chief Justice: Sincerely yours,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Justice: Sincerely yours,
Retired Justice	Honorable (full name) (Local Address)	Dear Mr. Justice: Sincerely yours,
Presiding Justice	Honorable (full name) Presiding Justice (Name of court) (Local address)	Dear Mr. Justice: Sincerely yours,
Judge of a Court	Honorable (full name) Judge of the (name of court; if a U.S. district court, give district) (Local address)	Dear Judge (surname): Sincerely yours,
Clerk of a Court	Mr. (full name) Clerk of the (name of court; if a U.S. district court, give district) (Local address)	Dear Mr. (surname): Sincerely yours,
5. THE CONGRESS		
Committee Chairman, United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510	Dear Mr. Chairman: Sincerely yours,
Chairman of a Joint <i>Cong.</i> Committee	Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, D.C. 20515	Dear Mr. Chairman: Sincerely yours,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Subcommittee Chairman, United States Senate	Honorable (full name) Chairman, Subcommittee on (name) (Name of parent committee) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
Senator (Washington, D.C., office)	Honorable (full name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
(away from Washington, D.C.)	Honorable (full name) United States Senator (Local address)	Dear Senator (surname): Sincerely yours,
Senator-elect	Honorable (full name) Senator-elect United States Senate Washington, D.C. 20510	Dear Mr. (surname): Sincerely yours,
Former Senator	Honorable (full name) (Local address)	Dear Senator (surname): Sincerely yours,
Office of a deceased Senator	Secretary to the late Senator (full name) United States Senate Washington, D.C. 20510	Dear Mr. (surname): Sincerely yours,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker: Sincerely yours,
Committee Chairman, House of Representatives	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: Sincerely yours,
Subcommittee Chairman, House of Representatives	Honorable (full name) Chairman, Subcommittee on (name) (Name of parent committee) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Representative (Washington, D.C., office)	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
(away from Washington, D.C.)	Honorable (full name) Member, United States House of Representatives (Local address)	Dear Mr. (surname): Sincerely yours,
Representative-elect	Honorable (full name) Representative-elect House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Representative at Large	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Former Representative	Honorable (full name) (Local address)	Dear Mr. (surname): Sincerely yours,
Office of a deceased Representative	Secretary to the late (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Resident Commissioner	Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,

6. LEGISLATIVE AGENCIES

Librarian of Congress (Head of the Library of Congress)	Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr. (surname): Sincerely yours,
Comptroller General (Head of the General Accounting Office)	Honorable (full name) Comptroller General of the United States General Accounting Office Washington, D.C. 20548	Dear Mr. (surname): Sincerely yours,
Public Printer (Head of the U.S. Government Printing Office)	Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr. (surname): Sincerely yours,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
7. EXECUTIVE DEPARTMENTS		
Members of the Cabinet addressed as "Secretary"	Honorable (full name) Secretary of (name of Department)** Washington, D.C.*	Dear Mr. Secretary: Sincerely yours,
Postmaster General (Head of the Post Office Department)	Honorable (full name) Postmaster General Washington, D.C. 20260	Dear Mr. Postmaster General; Sincerely yours,
Attorney General (Head of the Department of Justice)	Honorable (full name) Attorney General Washington, D.C. 20530	Dear Mr. Attorney General; Sincerely yours,
Under Secretary of a Department	Honorable (full name) Under Secretary of (name of Department) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Deputy Secretary of a Department	Honorable (full name) Deputy Secretary of (name of Department) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
8. INDEPENDENT AGENCIES		
Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington, D.C. 20503	Dear Mr. (surname): Sincerely yours,
Head of a Federal Agency, Authority, or Board	Honorable (full name) (Title), (name of agency) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Head of a major organization within an agency (if the official is appointed by the President)	Honorable (full name) (Title), (name of organization) (Name of agency) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,

* Include appropriate ZIP Code Number with each address.

** Titles for Cabinet Secretaries are: Secretary of State, Secretary of the Treasury, Secretary of Defense, Secretary of the Interior, Secretary of Agriculture, Secretary of Commerce, Secretary of Labor, and Secretary of Health, Education and Welfare.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
President of a Commission	Honorable (full name) President, (name of commission) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Chairman of a Commission	Honorable (full name) Chairman, (name of commission) Washington, D.C.*	Dear Mr. Chairman: Sincerely yours,
Member of a Commission	Honorable (full name) Member, (name of commission) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Chairman of a Board	Honorable (full name) Chairman, (name of board) Washington, D.C.*	Dear Mr. Chairman: Sincerely yours,
9. AMERICAN MISSIONS		
American Ambassador	Honorable (full name) American Ambassador (City), (country)	Sir: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely yours, (informal)
American Ambassador (with military rank)	(Full rank) (full name) American Ambassador (City), (country)	Sir: (formal) Dear Mr. Ambassador: or Dear (rank) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
American Minister	Honorable (full name) American Minister (City), (country)	Sir: (formal) Dear Mr. Minister: (informal) Very truly yours, (formal) Sincerely yours, (informal)

* Include appropriate ZIP Code Number with each address.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
American Minister (with military rank)	(Full rank) (full name) American Minister (City), (country)	Sir: formal Dear Mr. Minister: or Dear (rank) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
10. MISSIONS TO THE UNITED STATES		
Foreign Ambassador in the United States	His Excellency (Full name) Ambassador of (country) (Local address)	Excellency: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely yours, (informal)
Foreign Minister in the United States	Honorable (full name) Minister of (country) (Local address)	Sir: formal Dear Mr. Minister: (informal) Very truly yours, (formal) Sincerely yours, (informal)
Foreign Charge d'Affaires in the United States	Mr. (full name) Charge d'Affaires of (country) (Local address)	Sir: (formal) Dear Mr. Charge d'Affaires: (informal) Very truly yours, (formal) Sincerely yours, (informal)
11. THE ORGANIZATION OF AMERICAN STATES		
Secretary General of the Organization of American States	Honorable (full name) Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Sir: (formal) Dear Mr. Secretary General: or Dear Mr. (Dr.) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Assistant Secretary General of the Organization of American States	Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Sir: (formal) Dear Mr. (Dr.) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
United States Representative on the Council of the Organization of American States	Honorable (full name) United States Representative on the Council of the Organization of American States Department of State Washington, D.C. 20520	Sir: (formal) Dear Mr. (Dr.) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

12. UNITED NATIONS

Communications to the United Nations are addressed to the United States Representative to the United Nations, through the Department of State. Exceptions which are sent direct to the United States Representative include: those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Direct communication with the United Nations is inappropriate unless exceptions arise. Where it is necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a covering letter.

Secretary General of the United Nations	His Excellency (Full name) Secretary General of the United Nations New York, New York 10016	Excellency: (formal) Dear Mr. Secretary General: (informal) Very truly yours, (formal) Sincerely yours, (informal)
United States Representative to the United Nations	Honorable (full name) United States Representative to the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Chairman, United States Delegation to the United Nations Military Staff Committee	Honorable (full name) Chairman, United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
Senior Representative of the United States to the General Assembly of the United Nations	Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
Senior Military Adviser to the United States Dele- gation to the United Nations General Assembly	(Full rank) (full name) Senior Military Adviser United States Delegation to the United Nations General Assembly New York, New York 10016	Dear (rank) (surname): Sincerely yours,
United States Representative to the Economic and Social Council	Honorable (full name) United States Repre- sentative on the Eco- nomic and Social Coun- cil of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
United States Representative to the United Nations Dis- armament Commission	Honorable (full name) United States Represent- ative on the Disarmament Commission of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
United States Representative to the Trusteeship Council	Honorable (full name) United States Represent- ative on the Trustee- ship Council of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
13. STATE AND LOCAL GOVERNMENTS		
Governor of a State	Honorable (full name) Governor of (name) (City), (State)	Dear Governor (surname): Sincerely yours,
Acting Governor of a State	Honorable (full name) Acting Governor of (name) (City), (State)	Dear Mr. (surname): Sincerely yours, <i>K</i>
Lieutenant Governor of a State	Honorable (full name) Lieutenant Governor of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
Secretary of State of a State	Honorable (full name) Secretary of State of a (name) (City), (State)	Dear Mr. Secretary: Sincerely yours,
Chief Justice of the Supreme Court of a State	Honorable (full name) Chief Justice Supreme Court of the State of (name) (City), (State)	Dear Mr. Chief Justice: Sincerely yours,
Attorney General of a State	Honorable (full name) Attorney General State of (name) (City), (State)	Dear Mr. Attorney General: Sincerely yours,
Treasurer, Comptroller, or Auditor of a State	Honorable (full name) State Treasurer (Comptroller)(Auditor) State of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
President of the Senate of a State	Honorable (full name) President of the Senate of the State of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
State Senator	Honorable (full name) (Name of State) Senate (City), (State)	Dear Mr. (surname): Sincerely yours,
Speaker of the House of Representatives or the Assembly or the House of Delegates of a State	Honorable (full name) Speaker of the House of Representatives (or Assembly or House of Delegates) of the State of (name) (City), (State) <i>79</i>	Dear Mr. (surname): Sincerely yours,

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
State Representative, Assemblyman, or Delegate	Honorable (full name) (Name of State) House of Representatives (or Assembly or House of Delegates) (City), (State)	Dear Mr. (surname): Sincerely yours, <i>JS</i>
Mayor	Honorable (full name) Mayor of (name of city) (City), (State)	Dear Mayor (surname): Sincerely yours,
President of a Board of Commissioners	Honorable (full name) President, Board of Commissioners of (name of city) (City), (State)	Dear Mr. (surname): Sincerely yours,
14. ECCLESIASTICAL ORGANIZATIONS		
Minister, Pastor, or Rector (with doctoral degree)	The Reverend (full name) (Title), (name of church) (Local address)	Dear Dr. (surname): Sincerely yours,
Minister, Pastor, or Rector (without doctoral degree)	The Reverend (full name) (Title), (name of church) (Local address)	Dear Mr. (surname): Sincerely yours, <i>JS</i>
Rabbi (with doctoral degree)	Rabbi (full name) (Local address)	<i>Does Agency do much business with religious orgs? 7/1/67</i> (Mr.) Dear Dr. (surname): or Dear Rabbi (surname): Sincerely yours,
Rabbi (without doctoral degree)	Rabbi (full name) (Local address)	Dear Rabbi (surname): Sincerely yours, <i>JS</i>
Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (province) (Local address)	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely yours,
Catholic Archbishop	The Most Reverend (full name) Archbishop of (province) (Local address)	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely yours,
Catholic Bishop	The Most Reverend (full name) Bishop of (province) (Local address)	Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely yours,
* Include appropriate ZIP Code Number with each address.		

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
Catholic Monsignor (Higher rank)	The Right Reverend Monsignor (full name) (Local address)	Right Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely yours,
Catholic Monsignor (Lower rank)	The Very Reverend Monsignor (full name) (Local address)	Very Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely yours,
Catholic Priest	The Reverend (full name) (add initials of order, if any) (Local address)	Reverend Sir: (formal) Dear Father (surname): (informal) Sincerely yours,
Catholic Mother Superior of an Institution	Mother (name), (initials of order, if used) Superior, (name of institution) (Local address)	Dear Mother (name): Sincerely yours,
Catholic Sister	Sister (full name) (Name of organization) (Local address)	Dear Sister (full name): Sincerely yours,
Catholic Brother	Brother (full name) (Name of organization) (Local address)	Dear Brother (given name): Sincerely yours,
Mormon Bishop	Bishop (full name) Church of Jesus Christ of Latterday Saints (Local address)	Sir: (formal) Dear Bishop (surname): (informal) Sincerely yours,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address)	Right Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely yours,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address)	Very Reverend Sir: (formal) Dear Dean (surname): (informal) Sincerely yours,

* Include appropriate ZIP Code Number with each address.

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address)	Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely yours,
Chaplain (military services)	Chaplain (full name) (Rank, service designation) (Post office address of organization and station) (Local address)	Dear Chaplain (surname): Sincerely yours,
15. MILITARY SERVICES		
a. Army, Air Force, Marine Corps		
General, Lieutenant General, Major General, Brigadier General	(Full rank) (full name) (abbreviation of service designation) (Post office address of organization and station)	Dear General (surname): Sincerely yours,
Colonel, Lieutenant Colonel	(Same as above)	Dear Colonel (surname): Sincerely yours,
Major	(Same as above)	Dear Major (surname): Sincerely yours,
Captain	(Same as above)	Dear Captain (surname): Sincerely yours,
First Lieutenant, Second Lieutenant	(Same as above)	Dear Lieutenant (surname): Sincerely yours,
Chief Warrant Officer, Warrant Officer	(Same as above)	Dear Mr. (surname): Sincerely yours,
Master Sergeant, Sergeant Major, Sergeant First Class, Platoon Sergeant, Technical Sergeant, Staff Sergeant, Sergeant	(Post office address of organization and station)	Dear Sergeant (surname): Sincerely yours,
Corporal	(Same as above)	Dear Corporal (surname): Sincerely yours,




* Include appropriate ZIP Code Number with each address.

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Cont'd

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
Specialist, classes 4 to 9	(Same as above)	Dear Specialist (surname): Sincerely yours,
Private First Class, Private	(Same as above)	Dear Private (surname): Sincerely yours,
Recruit	(Same as above)	Dear Recruit (surname): Sincerely yours,
Airman First Class, Airman Second Class, Airman Third Class, Basic Airman	(Same as above)	Dear Airman (surname): Sincerely yours,
Retired Officer	(Full rank) (full name) (abbreviation of service designation), Retired (Local address)	Dear (rank) (surname): Sincerely yours,
b. Navy, Coast Guard		
Admiral, Vice Admiral, Rear Admiral	(Full rank) (full name) (abbreviation of service designation) (Post office address of organization and station)	Dear Admiral (surname): Sincerely yours,
Commodore	(Same as above)	Dear Commodore (surname): Sincerely yours,
Captain	(Same as above)	Dear Captain (surname): Sincerely yours,
Commander	(Same as above)	Dear Commander (surname): Sincerely yours,
Lieutenant Commander, Lieutenant, Lieutenant (jg), Ensign, Chief Warrant Officer, enlisted man	(Same as above)	Dear Mr. (surname): Sincerely yours,
Retired officer	(Full rank) (full name) (abbreviation of service designation), Retired (Local address)	Dear (rank) (surname): Sincerely yours,

* Include appropriate ZIP Code Number with each address.

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
c. Service Academy Members		
Army or Coast Guard-Cadet	Cadet (full name) (Local address)	Dear Cadet (surname): Sincerely yours,
Navy-Midshipman	Midshipman (full name) (Local address)	Dear Midshipman (surname): Sincerely yours,
Air Force-Air Cadet	Air Cadet (full name) (Local address)	Dear Air Cadet (surname): Sincerely yours
16. CORPORATIONS, COMPANIES, (AND FEDERATIONS)		
A company or a corporation	(Name of company or corporation) (Local address)	Gentlemen (or Sirs): Sincerely yours,
A federation	(Name of official) (Title), (name of federation) (Local address)	Dear Mr. (surname): Sincerely yours, 
17. PRIVATE CITIZENS		
President of a university or college <u>(with doctoral degree)</u>	(<i>or Mr.</i>) Dr. (full name) President, (name of institution) (Local address)	(<i>or Mr.</i>) Dear Dr. (surname): Sincerely yours,
President of a university or college (without doctoral degree)	Mr. (full name) President, (name of institution) (Local address)	Dear Mr. (surname): Sincerely yours, 
Dean of a school <u>(with doctoral degree)</u>	(<i>or Mr.</i>) Dr. (full name) Dean, School of (name) (Name of institution) (Local address)	(<i>or Dean</i>) Dear Dr. (surname): Sincerely yours,
Dean of a school (without doctoral degree)	Dean (full name) School of (name) (Name of institution) (Local address)	Dear Dean (surname): Sincerely yours, 

* Include appropriate ZIP Code Number with each address.

Addressee	Address on Letter and Envelope *	Salutation and Complimentary Close
Professor (with doctoral degree)	Dr. or Professor (full name) Department of (name) (Name of institution) (Local address)	Dear Dr. (surname): or Dear Professor (surname): Sincerely yours,
Professor (without doctoral degree)	Professor (full name) Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely yours,
Associate Professor or Assistant Professor	Mr. (full name) Associate (or Assistant) Professor Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely yours,
Physician	(Full name), M.D. (Local address)	Dear Dr. (surname): Sincerely yours,
Lawyer	Mr. (full name) Attorney at Law (Local address)	Dear Mr. (surname): Sincerely yours,
One individual	Mr. (full name) Mrs. (full name) Miss (full name)	Dear Mr. (surname) Dear Mrs. (surname) Dear Miss (surname)
Two individuals	Mr. and Mrs. (full name) Mr. (full name) Mrs. (full name) Miss (full name) Mrs. (full name) Mr. (full name)	Dear Mr. and Mrs. (surname): Dear Mr. (surname) and Mr. (surname): Dear Mrs. (surname) and Miss (surname): Dear Mrs. (surname) and Mr. (surname):
Three or four individuals	Messrs. (surnames) Mesdames (surnames) Misses (full names) or (given names and sur- name) or The Misses (surname)	Gentlemen: or Sirs: Mesdames: Dear Misses (surnames): or (surname):

* Include appropriate ZIP Code Number with each address.

ASSEMBLING
AND FORWARDING

ASSEMBLING
AND FORWARDING

CORRESPONDENCE HANDBOOK

1963

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ASSEMBLING AND FORWARDING CORRESPONDENCE

1. ASSEMBLING CORRESPONDENCE

a. Final responsibility for the correct assembly of correspondence rests with the originator. (See Exhibit 22) Correspondence correctly assembled will include the following items, as appropriate, in the sequence indicated:

(1) Transmittal or routing slip, Routing and Record Sheet, or Control and Cover Sheet, as appropriate.

(2) Brief for the Director or Deputy Director of Central Intelligence, if required. *Ex Dir*

(3) Original and courtesy copy, if any, clipped together. (On external correspondence protect original with ~~thin~~ tissue).

(4) Addressed, franked or plain envelope, as appropriate, for the original and courtesy copy, with postage slip attached if required.

(5) Information copies for addressees outside CIA, with addressed envelopes and completed postage slips attached, if required.

(6) Information copies (or concurring officials' copies) for distribution within the Agency, with addressed routing slips stapled to the copy.

(7) Official file copy (yellow tissue).

(8) Original incoming correspondence, enclosures, etc., and any other material to ^{become a} be attached to the official file copy as ^{backpack and related} part of the official file on the correspondence.

(9) Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the official file copy is to be retained at either of these levels, prepare an additional copy on plain white tissue. However, if the official file copy of correspondence is to be retained at another level, prepare two extra copies on plain white tissue for the DCI or DDCI.

(10) Alphabetical Name Index copy (plain pink tissue) if an alphabetical cross-file is desired.

(11) Return copy (if desired) with addressed routing slip for its return.

(12) Reference material for return to reference sources.

(13) "Hold Back" copy (if desired).

b. In addition to the foregoing:

(1) The original and copies of each Top Secret document shall be covered by a Control and Cover Sheet, Form 26.

(2) A completed Document Receipt will be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.

(3) Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.

(4) Enclosures shall be attached by clips to the original or copies transmitting them. *attachments shall be stapled.*

(5) Assembly reference tabs will be attached whenever their use will expedite the review and approval of correspondence. DCI signature tabs should not be attached in office of origin. These will be attached in O/DCI.

(6) The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips, properly completed and attached to respective material.

(7) Material shall be fastened together with paper clips and made a part of the completed assembly by spring clips, if necessary. Staples should be used with discretion, consideration being given to the amount and type of handling the correspondence may receive.

(8) If it is anticipated that correspondence will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

2. FORWARDING CORRESPONDENCE

a. Assembled correspondence will be forwarded through channels prescribed by directives issued at office levels. Correspondence for the signature of either the Director or Deputy Director of Central Intelligence will be forwarded through channels to the Executive Registry. Only transmittal media complying with the security requirements of current CIA Security Regulations will be used.

b. Envelopes used in forwarding correspondence and other material within the Agency shall be sealed by the gumming on envelope flaps. Scotch tape or staples will not be used to seal envelopes. The Multi-Purpose envelopes shall be used wherever possible. *(Have the courier receipt?)* The courier receipt will be inserted within the pocket attached to the outside of the envelope and will serve as the address label. *)* In addition, extreme care should be exercised when courier receipts and other slips are stapled to envelopes containing material. Material should be free for removal and should not be damaged by the penetration of staples.


CORRESPONDENCE HANDBOOK

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COMPONENTS OF THE ASSEMBLY

KEY: Numbers in parentheses denote sequence of arrangement of file.

 Denotes requirement only if correspondence is prepared for signature of either the DCI or DDCI.

